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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of January, 2024 were approved by the Mason Transit Authority Board, by motion, on this 20th day of February, 2024.

DocuSigned by:
Eric Onisko
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Eric Onisko, Chair

DocuSigned by:
John Sheridan
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John Sheridan, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Richard Lee
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Richard Lee, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

DocuSigned by:
Ryan Spurling
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Ryan Spurling, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht 7721D7A4E0DC3445... DATE: 3/15/2024
Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
January 16, 2024
Virtually and at
Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 1:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Eric Onisko, Chair; John Sheridan, Vice Chair; Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, Kevin Shutty and Sharon Trask. **Quorum met**.

   Authority Voting Board Members Present via Zoom: [None.]

   Authority Voting Board Members Not Present: *[On this date there are two vacant Board positions.]*

   Authority Non-voting Board Member Not Present via Zoom: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at T-CC: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Jason Rowe, Operations Manager; Haley Dorian, Human Resources Generalist, Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

   Others Present at T-CC: Rob Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *[None present virtually or in person]*

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the January 16, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Trask/Neatherlin. Motion carried.**

5. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through B as follows and as presented:

   A. December 19, 2023 MTA regular Board meeting minutes.

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B. Payments of December 1, 2023 through December 31, 2023 financial obligations on checks#38137 through #38250, as presented for a total of $683,250.78.

Shutty/Neatherlin. Motion carried.

6. ACTION ITEMS – NEW BUSINESS

A. Proposed 2024 MTA Board Committee Members. Ms. Asher, General Manager, indicated that the description of each of the Committees and respective time commitments was emailed to all Board members requesting a ranking of their preferences for serving on the four committees. The proposed committee assignments were as follows:

Finance: Sharon Trask, Wes Martin, Eric Onisko, John Piety
Human Resources: Kevin Shutty, Wes Martin
Policy: Randy Neatherlin, John Sheridan
Operations and Maintenance: Randy Neatherlin, Cyndy Brehmeyer

Ms. Asher also indicated that MTA will have two more Board members to add to the Committees once they are appointed later this month. **Moved** that the Mason Transit Authority Board approve the Board members to serve on the Authority Board Committees as set forth above. **Sheridan/Trask**. **Motion carried**.

B. Approval of Contract for IT Managed Services. Ms. Asher shared the three-year contract with Right! Systems would be expiring on January 19. She further described the procurement process and the results from soliciting quotes from three potential vendors, of which Right! Systems was the best choice based on cost and software requirements by one vendor that would not work well with MTA's current system. She stated that Legal Counsel had reviewed the proposed contract and had three comments and an Exhibit A to be included. Copies of pages reflecting Legal Counsel's comments were provided to each Board member at the meeting. Additionally, Right! Systems approved and included Legal Counsel's changes in the contract in its final form to be signed. Board member Martin asked whether any additional work would stay within the contract amount. Ms. Asher and Mr. Hildebrandt, MTA's IT Administrator, indicated that he performs work outside the contract. **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-01 approving the Project Agreement and Terms and Conditions in the amount of $143,280 between Right! Systems Inc. and Mason Transit Authority, as amended by Legal Counsel, and authorizing the General Manager to sign same. **Trask/Brehmeyer**. **Motion carried.**

7. STAFF AND INFORMATION REPORTS:

A. Financial Reports. Ms. Asher shared that the Financial Reports will continue to show December reports for the next couple of months. She also reported that revenues were coming in higher than expected and that expenses were lower than forecasted. She also reported that she was working with Prothman and extending a conditional offer to the candidate and hoped to hear back this week.

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B. Management Reports.

- Ms. Asher shared that Dan Sharp had made presentations and compliments of his presentations were made by Board members Wes Martin and Randy Neatherlin.
- Jason Rowe, Operations Manager, that the van grant vehicles were distributed and the Journal was present and took pictures. Additionally, Mr. Rowe shared that the final 2023 ridership number was 411,055 riders and that this is the first time MTA has achieved that number since pre-COVID years.

8. COMMENTS BY BOARD: [None]

9. UPCOMING MEETING

Mason Transit Authority
Regular Meeting
February 20, 2024 at 1:00 PM *[Please note newly approved time.]*
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

9. ADJOURNED: 1:13 PM